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Approved For Release 2001/11/08 : CIA-RDP83T00573R000200230020-6

DD/A 80-0427/10

6 NOV 1980

ODP # 0-1482

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

25X1A FROM:

████████████████████
Chief, Management Staff, DDA

SUBJECT: 1981 Directorate-Level Planning Objectives

REFERENCES: A. Memo to ODs fm C/MS dtd 15 May 80, subject:
Planning in the Directorate (DD/A 80-0427/1)
B. Memo to ODs fm C/MS dtd 13 Aug 80, subject:
Directorate Planning System: Submission of
FY 1981 Operational Objectives (DD/A 80-1372)

1. Attached are lists of those of your planning objectives, both operational and strategic, which have been selected for tracking at the Directorate level in 1981. This memorandum summarizes the selection process and outlines the next series of actions to be taken as a part of the 1981 Directorate Planning Process.

2. You will recall that this past June each of you submitted strategic planning objectives in response to our call. We endorsed most of these (10 of 16) on to the EXCOM Staff for its use in the then-fledgling Agency Planning Process. Each of you also submitted operational planning objectives in September. We consolidated these two sets of objectives and, after review and discussions with your staffs, made our recommendations to Don Wortman and Bill Hart. The planning objectives shown on the attached list were selected by them.

UNCLASSIFIED When Separated
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3. The next step in our Directorate Planning Process calls for the submission of proposed action plans for each of the objectives selected for tracking. We will need this documentation by 30 November 1980. For those strategic objectives which have multi-year implementation schedules, we suggest that you identify primarily 1981 actions and sketch only major outyear actions. Please let me know if the 30 November date will cause you any difficulty.

4. You are expected to have fully coordinated your objectives with other DDA offices as appropriate. Accordingly, we are sending you copies of the objectives for each office.

5. We will review your proposed action plans and return them to you at least one month prior to the first quarter conferences, to be held in January 1981. We have extra action plan forms if your office needs them and are available to answer any questions that you have.

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Attachments:
As Stated

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